

Hanford Mission Integration Solutions

Statement of Work For General Materials or Services

Title: Building Trades Hazardous Waste/Hazwoper Worker Trainer Support at Hammer
Date: 2/3/2021
Revision Number: 0
Requisition Number: 346667

1.0 INTRODUCTION / BACKGROUND

The Hanford Mission Integration Solutions (HMIS) Volpentest HAMMER Federal Training Center (HAMMER) is a U.S. Department of Energy training facility specializing in hands-on training for the Hanford Site and the nation's Homeland Security mission.

The Worker Trainer Program is part of the partnership between the Hanford Atomic Metal Trades Council (HAMTC), the Central Washington Building & Construction Trades Council (CWB&CTC) and HAMMER Training. The Worker Trainer Program is an essential element to the success of health and safety training programs for workers at the Hanford Site. This nationally recognized program delivers health and safety training with the support, teamwork, commitment, and cooperation necessary to be successful. This Program demonstrates the importance and success of labor and management working together.

In December of 2015, Revision 1 of the Administrative Interface Agreement was signed by each of the Hanford Contractors in support of the Worker Trainer Program. The agreement defines the key roles and responsibilities of HAMMER Training and Other Hanford Contractors and ensures a collaborative approach and tools for providing necessary Worker Trainer resources to meet training needs and project schedules.

HMIS has a procedure entitled "Operation of the Worker Trainer Program" that establishes the end-to-end process for the Worker Trainer Program at HAMMER Training.

Over the years, the Program has expanded from instructing Hazardous Waste courses to covering other training areas, such as: Respiratory Protection, Beryllium, Electrical Safety, Lockout/Tagout, Load Securement, Hoist & Rigging, Industrial Hygiene Technician Fundamentals, and 10 CFR 851 (Worker Health and Safety Program) Orientation.

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HMIS is in the process of transitioning the work currently performed by Mission Support Alliance, LLC (MSA or incumbent contractor) under the Mission Support Contract (MSC) to HMIS for the performance of the Hanford Mission Essential Services Contract (HMESEC). HMIS anticipates it will transfer all current MSA policies, procedures, forms, systems, tools, etc. to HMIS, in their entirety. As a result, any reference to MSA policies, procedures, forms, systems, tools, etc. will be that of HMIS and applicable to the Subcontractor, when stated.

2.0 OBJECTIVE

HMIS requires building and construction trades represented personnel to provide worker trainer support for the **Hazardous Waste/Hazwoper** training program at HAMMER.

3.0 DESCRIPTION OF WORK – SPECIFIC

HMIS requires Subcontractor(s) to provide building and construction trades represented employees to support the position of Worker Trainers.

The job of worker trainers is to be involved in all phases of course development and train fellow workers to work more safely by understanding course concepts and relating workplace procedures/processes to those concepts.

Teach knowledge-based objectives in a traditional classroom to include the following:

Hazardous Waste:

- Overview of basic Hazardous Waste Program
- Utilizes a variety of teaching methodologies to meet the requirements of training guidelines in OSHA 29 CFR 1910.120(e) Occupational Safety and Health Standards – Hazardous Waste Operations and Emergency Response - Training
- One-on-one practical exercises
- Deliver practical exams

The Subcontractor worker trainer(s) may be requested by the HAMMER individual identified by the Buyer's Technical Representative (BTR) to perform reviews of course materials and assist in the development/revision of course materials.

The scheduling, coordination, and request for the support shall be initiated by the HAMMER individual identified by the BTR on an as-needed basis.

The HAMMER individual identified by the BTR and the HAMMER Training Logistics Team will identify training needs and class demands as early as possible to determine the

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number of overall training sessions needed. Sessions will be scheduled through the HAMMER Learning Management System (LMS). Development sessions will be set through calendar notices.

After the training sessions are scheduled, HAMMER Training Logistics may add additional course sessions or cancel scheduled sessions at their discretion. If new training sessions are added to the schedule, the HAMMER Training Logistics Team will contact Subcontractor worker trainer(s) to provide support to these new sessions, in which case, the Subcontractor worker trainer(s) are responsible for determining their availability and coordinating with their employer (Subcontractor).

Subcontractor shall confirm with HAMMER Training Logistics within two working days, the ability to support additional sessions being scheduled, by sending an email response to ^Instructor Scheduling-HAMMER, copying the HAMMER individual identified by the BTR.

In the event that scheduled classes are cancelled, HAMMER Training Logistics will notify the Subcontractor worker trainer(s) of the cancellation, as soon as possible.

Training course development/revision support activities are scheduled or cancelled based on need. The Subcontractor worker trainer(s) may be asked to provide support to these new activities, in which case, the Subcontractor worker trainer(s) will be alerted as soon as possible that additional support opportunities exist.

In the event that training course development/revision support activities are cancelled, the HAMMER individual identified by the BTR will notify the Subcontractor of the cancellation.

Worker Trainer Expectations

The worker trainer(s) shall:

- Attain proficiency in each course prior to teaching the class unsupervised. This on-the-job training will entail studying the course(s) material, discussion of the course material with current worker trainer(s) to ensure adequate knowledge of the material, observing the class, and conducting the class under the supervision of a current worker trainer. This will be coordinated through the HAMMER individual identified by the BTR. The HAMMER individual identified by the BTR will ultimately determine if a new worker trainer(s) is approved to teach classes unsupervised.
- Provide training in accordance with, and without deviation from, approved current course lesson plans. Deviation from approved course lesson plans is not allowed without prior approval from the HAMMER individual identified by the BTR.

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- Adhere to and require that all students abide by the approved Health and Safety Plan for each course. If a safety concern is raised or if a deviation to the approved safety plan is observed or anticipated, the worker trainer(s) shall notify the HAMMER individual identified by the BTR, responsible HAMMER Training manager, or HAMMER Operations immediately.
- Conduct all HAMMER Training related work in accordance with approved HMIS/HAMMER procedures and policies.
- Arrive 30 minutes prior to the beginning of the course being taught to 1) ensure that the classroom, equipment, and course documents are in order for class and 2) greet students and ensure they are properly signed into class.
- Spend the time after class ends to ensure that all course materials/rosters have been checked for accuracy and delivered to HAMMER Training Logistics.

Delivery of Training to the Department of Energy and Site Contractors:

Worker Trainer Staffing:

Worker trainer(s) are required to pick up his/her class materials (includes supplies, handouts, roster, etc.) from the HAMMER Training Logistics Team located in Mobile Office 260 (MO260) on the HAMMER campus unless other arrangements are made by the HAMMER individual identified by the BTR or HAMMER Training Logistics.

The support is estimated to require approximately **660** hours for each Building Trades **Hazardous Waste/Hazwoper** Worker Trainer in the first fiscal year and **480** hours for each Building Trades **Hazardous Waste/Hazwoper** Worker Trainer in each fiscal year thereafter as covered by this statement of work. This is not a guaranteed number of hours; worker trainer support is strictly based on training demand.

Subcontractor worker trainer(s) may be invited by HAMMER Training personnel to participate in activities including but not limited to HAMMER Training-provided worker trainer enhancement meetings for the training programs that they would be supporting. The Subcontractor needs to notify the HAMMER Training Program Manager prior to the activity occurring.

In addition, the Subcontractor worker trainer(s) may be asked to participate in the Worker Trainer Development Program. There may be training sessions held throughout the year to provide professional development training and leadership training in the classroom/instructor enhancement/instructional skills enhancement training for the

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training programs that they would be supporting. **Training of worker trainers shall not be conducted on overtime.**

4.0 REQUIREMENTS

4.1 General

Will work be performed on site: **Yes.**

For any work performed on the Hanford Site or any HMIS controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

4.2. Hanford System Access Requirements

Not applicable.

4.3 Engineering Requirements

Engineering requirements applicable: **No.**

4.4 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Prior to start of work, the Subcontractor personnel shall have read the *HMIS General Hazard Analysis (GHA) Procedure*.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [MSC-PRO-WP-11058](#) for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.

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- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

The Subcontractor and its subcontractors shall be responsible to comply with applicable City, State, and Federal requirements or regulations. Where there is a difference in regulations or requirements, the most stringent shall apply.

The Subcontractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.

The Subcontractor shall take appropriate action, up to and including stopping work, and immediately notify the BTR if an unplanned risk or hazard is discovered that is not covered by directions provided by the Buyer. For emergencies while on the HAMMER campus, Subcontractor shall contact 9-1-1 on a land line phone (or 373-0911 on cell phones) then contact HAMMER Work Control at 509-376-5353. The Buyer will then determine whether to modify the safety requirements of this statement of work.

Safety is the first priority at HAMMER and all Subcontractors are required to strictly adhere to the policies and procedures for the Hanford Site and the HAMMER facility.

Safety Requirements identified in the HAMMER Safety Program shall be followed.

Subcontractors are not allowed to bring any prohibited articles or substances onto the Site without prior written permission. The prohibited articles include, but are not limited to, all hazardous materials, illegal drugs, explosives or incendiary devices, and firearms.

Every worker trainer is responsible to use safe work habits, identify safety issues, be cognizant of surrounding situations, especially in and around training and prop areas while at HAMMER and report any issues to HAMMER personnel immediately.

Unique or specific requirements: **No.**

4.5 Quality Assurance (QA) Requirements

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Are quality assurance requirement applicable to this scope of work: **No.**

The work activities for this Statement of work has been designated as a **Quality Level G: Q Level 0 – General Service.**

The Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to reference requirements defined in the SOW.

4.6 Government Property

Government property **is not** required to be used by the Subcontractor for this effort.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

5.1.1. Training

HAMMER will ensure that the Subcontractor worker trainer(s) meets and maintains the appropriate training, qualification, and certification requirements as outlined in HMIS's Instructional Staff Qualification procedure.

All worker trainer(s) shall complete a HAMMER facility orientation before the first time they deliver training at the HAMMER facility and annually thereafter (available on Internet).

HAMMER will provide at no cost to the Subcontractor, facility- and trainer- specific onsite training and qualifications such as:

- HAMMER Facility Orientation,
- Instructor Fundamentals 3-Day (Course #170044) or equivalent (i.e., Grantee Train-The-Trainer)
- Train-The-Trainer,
- Observation of the course being instructed, and
- On-the-job training under a qualified instructor.

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements to perform their normal work function at no cost to HMIS, including but not limited to:

- Hanford General Employee Training (HGET)
- HMIS General Employee Training

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5.1.2. Qualifications

Subcontractor Required Qualifications

In order for HMIS to determine if a Subcontractor is qualified, the Subcontractor shall have:

Minimum of 12 months experience providing the type of support described in this SOW.

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification, and technical requirements for the courses being taught.

Subcontractor Worker Trainer Required Qualifications:

- The Subcontractor employee(s) shall be a Building Trades represented employee.
- The Subcontractor employee(s) shall have a high school diploma.
- The Subcontractor employee(s) shall have a minimum of 2 years of DOE Complex experience performing the work covered by the training program for which he/she is applying. Experience must be consistent with the material being presented.
- The Subcontractor employee(s) must have peer respect and be a journeyperson in good standing of a CWB&CTC affiliate. Documentation stating such from the Local Business Agent or Manager of the relevant union shall be provided by the Subcontractor for any individuals proposed.

PLEASE NOTE: Any candidates submitted as a part of a Subcontractor's proposal shall be pre-approved by the Central Washington Building & Construction Trades Council (CWB&CTC) Training Director in writing. Subcontractor shall request an email from the (CWB&CTC) Training Director, providing pre-approval of any candidates, as early in the process as possible so it can be included in the Subcontractor's proposal. Subcontractor shall address their emails to: ^HAMMER Building Trades Training Liaison. Failure to include this pre-approval email as a part of the Subcontractor's proposal will be an automatic disqualification and not subject to discussion.

- The Subcontractor employee(s) must have a commitment to health and safety in the workplace.

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- The Subcontractor employee(s) must have health and safety knowledge and/or certifications awarded and maintained at no cost to HMIS.
- The Subcontractor employee(s) must make a commitment to be available twelve weeks per year for classroom instruction as a Worker Trainer.
- The Subcontractor employee(s) must have an agreement from Subcontractor supervision to allow him/her to attend Train the Trainer and participate in the worker trainer program.
- The Subcontractor employee(s) must be assigned to day shift.
- The Subcontractor employee(s) must be a skilled worker who has a commitment to building skills as an adult educator and divide their time between their skills as a worker in the field, and continually improving their delivery skills for the health and safety training in the classroom.

Desired Qualifications:

- Demonstrated experience at Hanford Facilities and Hanford Projects
- Demonstrated knowledge of ongoing Hanford issues for the training program they would be supporting
- Comfortable speaking in front of groups
- Basic use of Audio/Visual (A/V) equipment
- Strong customer service skills
- Strong presentation skills, including presenting to a diverse student population; i.e., professional, bargaining unit, and management, etc.

As part of the technical evaluation of Subcontractor proposal(s), candidates who are found to meet the technical qualifications may be interviewed by HAMMER Training staff and the CWB&CTC Training Director.

In proposals submitted to the Contract Specialist in response to the Request For Proposal, the Subcontractor shall provide a resume for any potential candidate.

5.2 Security and Badging Requirements

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For any on site work, see Special Provisions – On Site Services for details.

The HAMMER facility does not require a Hanford Site security badge. However, the Subcontractor needs to get the Subcontractor worker trainer a badge to enable the Subcontractor worker trainer to obtain an HLAN account if they do not already have one. A minimum of two working day's advance notice is needed for site badging.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

The scope of work **will not** require access authorization (security clearance).

5.3 Work Location / Potential Access Requirements

The primary location where this work scope shall be completed is the HAMMER Facility. Work will be performed in an office environment/conference/class room/HAMMER training props.

No special access requirements or hazardous conditions exist at the HAMMER facility.

Any special requirements for the HAMMER facility are to be coordinated with the HAMMER individual identified by the BTR.

Travel away from the Hanford Site in order to perform the work described under this statement of work is not authorized under the resultant subcontract(s).

5.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consists of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch - with Mondays through Thursdays as Site work days; however, non-standard hours of support may be required – including working overtime. In addition, some preparation/take down time may be required before and after a course is taught.

The HAMMER Facility is open from 5:30am to 5:30pm, Monday through Thursday. As deemed necessary, HAMMER is open non-standard hours (including Fridays) to support Hanford Site Training needs. Work is to be performed during those hours unless special arrangements are made through HAMMER Operations.

The Subcontractor shall confirm with the HAMMER individual identified by the BTR as to when the training is to start each day and on which days (of the week) the training will take place.

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6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR), HAMMER Training management, or the HAMMER individual identified by the BTR.

Subcontractor shall attend training review meetings at the HAMMER facility when requested.

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

Deliverables **are** required to be furnished by the Subcontractor.

The Subcontractor worker trainer(s) shall complete a green sheet (provided by HAMMER Logistics) at the end of each work day they work and submit to HAMMER Logistics.

It is preferred that "green sheets" be submitted to HAMMER Training Logistics prior to the Close of Business on the given date that a Subcontractor worker trainer performs work at HAMMER. At a minimum, completed "green sheets" shall be submitted to HAMMER Training Logistics for entry into LMS no later than two business days after the date the Subcontractor worker trainer performed work for HAMMER. If this deadline cannot be made, an email notification stating the extenuating circumstance shall be made to the HAMMER BTR and HAMMER Training Logistics. Any extenuating circumstances shall not negate the requirement for submittal of completed "green sheets" as soon as possible if the deadline is not met,

8.0 SPECIAL REQUIREMENTS

In accordance with the HAMMER Weapons Policy, non-law enforcement/U.S. Military personnel or law enforcement/U.S. Military personnel who are not representing their agency/branch in an official capacity may not possess weapons or ammunition within HAMMER, i.e., all areas within the HAMMER perimeter fence.

All Subcontractor worker trainer(s) providing training support for HAMMER Training shall notify the HAMMER individual identified by the BTR if they are unable to conduct the training as scheduled for any reason. This notification should be done prior to the course delivery date if possible.

All Subcontractor worker trainer(s) providing training support for HAMMER Training shall notify the HAMMER individual identified by the BTR prior to the course delivery

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date if the course lesson plans and/or curriculum cannot be followed as originally submitted or noted in the statement of work.

No course or exercise modification shall be performed within the scope of this subcontract without the approval of the HAMMER individual identified by the BTR. A HAMMER Training hazard analysis review is required for all course changes in accordance with the HAMMER Training Hazardous Analysis and Control Process.

Modification or changes to props or training aids is not allowed without the approval of the HAMMER individual identified by the BTR.